

ER-1-1,928-a

JAN 24 1951

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Your letter of 16 January 1951 has been received and I have explored the possibilities of your placement in an administrative or professional position rather than in a secretarial assignment.

As you were advised by the Personnel Office, there are a number of secretarial positions now available for which you appear qualified and we would be very glad to give your application every consideration for one of these assignments. However, it is my policy to encourage promotion of qualified employees to higher graded positions such as you describe before undertaking appointments of new personnel,

In the event you should desire to accept a secretarial position, your subsequent advancement would depend largely upon your own job performance since there is ample opportunity for advancement in a young organization such as this.

Your interest in associating yourself with the Central Intelligence Agency is appreciated and I regret that a more satisfactory placement for you cannot be considered at this time.

Sincerely yours,

W B Smith  
WALTER B. SMITH  
Director

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